



Internship Opportunity

O&M Haircare – 2022 Internship

Ascham parent Jose Bryce Smith, owner of O&M Haircare is offering an Internship. Born in Australia, Original & Mineral bridges the gap between nature and luxury with haircare and styling products that are safe, effective and beautiful to use. O&M has formulated a comprehensive line of hair colours shampoos, conditioners, and styling products all with clean, kind formulas that are supplied to hair salons in 15 countries

This Internship will commence in early 2022. O&M will be in contact with possible candidates to arrange interviews towards the end of 2021.

Details

Location: Level 1, 145 William St Darlinghurst

Type of Internship: Combination of term time and summer vacation

Commitment: 2-3 weekdays, 9am to 5pm.

Website: <https://originalmineral.com.au/#>

Responsibilities

During your internship you will support the Office Admin Assistant with a range of tasks that are based around marketing and office administration.

Responsibilities include:

- Take responsibility for the care and upkeep of the office environment, including cleaning scheduling and ensuring office presentable at all times
- Track and manage any PR samples, pack products for send outs
- Assist with any customer service queries, calls, emails
- Welcome and care for any guests to the O&M offices
- Arrange couriers for collection and accept deliveries to the office
- Order all kitchen, bathroom, hygiene and stationery supplies

Skills and Attributes

No specific experience necessary. The successful applicant will have a basic computer knowledge.

Soft Skills

The candidate should be organised, friendly, willing to take direction and a fast learner.

Application process

Please prepare a resume as well as a covering letter stipulating your interest in the above internship and your suitability for this role.

Submit your application in a Word or PDF format to Skye Barry, Ascham Community Relations Manager, via email at community@ascham.nsw.edu.au

The resume should include:

- Any relevant work experience
- A minimum of two references (employment references are preferred but not essential)
- Contact details
- Availability for the role in 2021/2022

Shortlisted candidates will be contacted in late 2021.

Remuneration, timing and 2021 commencement date for the internship will be negotiated directly between the successful candidate and host company. Please note the internship is first and foremost a learning experience. The benefits of the opportunity afforded to the intern will be considered in the remuneration.

Applications close 13 August 2021